

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 7862100

Code Compliance Specialist 1, Grade 18	7862100
Code Compliance Specialist 2, Grade 23	7862200
Code Compliance Specialist 3, Grade 27	7862300

Brief Description of Class Series

Code Compliance Specialists provide technical assistance and training in code enforcement and administration, research, analyze, and process variance applications, and inspect new and existing construction for compliance with approved plans and specifications and the New York State (NYS) Uniform Fire, Building, and Energy Codes.

Positions in this class are found at the Department of State and Thruway Authority.

Distinguishing Characteristics

Code Compliance Specialist 1: full performance level; independently functions as technical advisor on code issues for a geographic area; trains local building officials and code officers; develops curriculum and training materials; and evaluates and revises the courses and materials.

Code Compliance Specialist 2: first-level supervisor or serves as the highest-level technical expert of a specialized program, such as the Manufactured Housing Program; reports to either a Code Compliance Specialist 3 or licensed engineer or architect.

Code Compliance Specialist 3: second level supervisor; oversees lower level Code Compliance Specialists in multiple regional offices or the Statewide Codes Training Program; sets up the scope and objectives of unit activities; adjusts priorities and resources to ensure conformance with standards; and reports directly to the Director Code Enforcement and Administration.

Related Classes

Fire Protection Specialists train emergency responders on various technical topics, including hazardous materials, weapons of mass destruction, vehicle extrication,

firefighting, and emergency medical services. They inspect facilities; investigate fires; develop and produce fire safety education programs and publications; respond to emergencies and disasters; and provide consultative services on fire and life safety code compliance issues and improvements.

Fire and Safety Representatives inspect adult and child care facilities and ensure that these facilities comply with safety codes and regulations; review evacuation plans to determine the ability of facilities to respond to fire and other emergencies; and conduct training in safety awareness and regulatory requirements.

Safety and Health Inspectors inspect selected public and private work sites and places of public assembly to ensure conformance with established occupational safety and health standards; identify unsafe conditions and work practices; and provide training to protect workers and the public.

Illustrative Duties

Code Compliance Specialist 1

Provides technical assistance to municipalities on the application of the NYS Uniform Fire, Building, and Energy Codes to develop and administer a local code enforcement program.

- Researches local government code enforcement laws to determine if municipalities do their own enforcement or have delegated code enforcement responsibility to a higher government entity (State or county); advises local governments on legal requirements and impact of code enforcement; and maintains records of county and State enforcement responsibility.
- Investigates whether local government entities comply with legal requirements over which the Department of State has jurisdiction.
- Reviews and inspects building plans and building permit applications for compliance with the NYS Uniform Fire, Building, and Energy Codes.
- Schedules, coordinates and conducts compliance inspections of existing buildings, new construction projects, alterations, repairs and demolitions.
- Reviews requests for certificates of occupancy and advises applicants of any unresolved issues.
- Meets with permit applicants, architects, and engineers to respond to questions and provides technical information on code requirements.

- Inspects new construction projects to verify that approved building plans are in compliance with Uniform Code, specifications, and good construction practices.
- Inspects existing buildings to determine compliance with the Uniform Code and recommends any corrective actions to resolve violations.

Prepares written materials to support code administration and enforcement activities.

- Responds to complaints from regulated parties.
- Recommends to Counsel legal orders and notices such as stop-work orders, compliance notices, and notices forbidding occupancy.
- Prepares and presents testimony at administrative hearings.
- Researches, analyzes, and processes applications for variances falling under the New York State Uniform Fire prevention and Building Code and/or the New York State Energy Conservation Construction Code.

When serving as a trainer, develops curriculum, audiovisuals, and training materials on building and fire code compliance issues for local code enforcement officials, builders and design professionals.

- Conducts training courses throughout an assigned geographic area.
- Completes all arrangements for courses, such as obtaining outside instructors and required logistics.
- Instructs local code enforcement officials on methods and techniques to increase the effectiveness of code enforcement programs.
- Prepares course evaluations to assess course and instructor effectiveness.
- Revises course curriculum, audiovisuals, and materials such as handbooks or manuals based on changes in code, program evaluations from participants, and needs of participants.
- Serves as co-trainer for regional and Statewide conferences.
- Conducts inspections and enforcement activities.

Code Compliance Specialist 2

May perform all of the same duties as a Code Compliance Specialist 1.

Supervises Code Compliance Specialists 1 by assigning and reviewing work; informing staff of changes in code regulations, laws, policies and procedures; establishing performance standards; evaluating performance; resolving performance issues; approving leave; counseling and training staff; and functioning as a technical expert.

In a regional assignment, reviews recommendations from Code Compliance Specialists 1 regarding legal orders and notices such as stop-work orders, compliance notices, and notices forbidding occupancy and makes final recommendations for pursuing legal action to supervisor; reviews staff proposals regarding administrative orders and issues such orders; takes corrective actions when cited violations to the Uniform Code have not been corrected; and oversees and coordinates technical assistance for an assigned region.

As a supervisor in the training unit, leads or serves as co-facilitator of training sessions; participates in developing new training programs by reviewing curricula, lesson plans, and instructional materials for content, relevance, and accuracy; reviews feedback on evaluations and recommends changes as necessary; audits teaching assignments and takes corrective action when deficiencies are found; reviews manuals, reports, instructional materials, audiovisual materials and technical data; and recommends new training programs.

Code Compliance Specialist 3

May perform all of the same duties as a Code Compliance Specialist 1 or 2.

Oversees enforcement, and technical assistance and training for multiple regions; reviews work; informs subordinate supervisors of changes in code regulations, laws, policies and procedures; assists subordinate supervisors in establishing performance measures; and resolves performance issues.

Reviews recommendations made by lower-level Code Compliance Specialists; resolves the most difficult or contentious issues and makes final recommendations for pursuing legal action to the Director Code Enforcement and Administration; coordinates technical assistance Statewide; and represents the Director in various roles associated with the administration of the Uniform Code.

As head of the Training Bureau, directs the development of various code related public education programs and materials; plans for and coordinates course curriculum revisions; recommends changes in program development and policy in the field of building codes; develops and maintains basic Codes Training and Code Enforcement Training Services; determines participant needs and modifies program as necessary; evaluates the effectiveness of all training programs and makes needed changes;

conducts reviews and makes recommendations in building code training programs; develops and oversees written materials, reports, letters, and staff papers; and coordinates bureau activities with other bureaus to ensure that training initiatives address significant issues, concerns, and new developments.

Independence of Operation

Code Compliance Specialists function as regional advisors in providing technical assistance to communities and performing code enforcement activities or as circuit trainers to local code enforcement officials and design professionals. In either assignment, incumbents function independently in the field when making site visits or meeting with local code officials, building designers, homeowners, and when conducting training courses.

Minimum Qualifications

Code Compliance Specialist 1

Open Competitive: Current certification as a Code Enforcement Official AND six years full-time experience in any combination of the following.

Either 1. the enforcement, inspection, development, or teaching of building or fire codes;

Or 2. the design of buildings in a position such as a specifications writer, draftsman, architect, or engineer.

Substitution: An associate's degree in architectural engineering, architecture, civil engineering, construction technology, electrical engineering, fire protection engineering, fire protection technology, or mechanical engineering may substitute for two years of experience; or a bachelor's degree in one of the specialized fields listed above may substitute for four years of experience.

Code Compliance Specialist 2

Promotion: one year of permanent service as a Code Compliance Specialist 1.

Open Competitive: Current certification as a Code Enforcement Official AND seven years of the experience required for Code Compliance Specialist 1, which must include one year of supervision of subordinate staff.

Code Compliance Specialist 3

Promotion: one year of permanent service as a Code Compliance Specialist 2.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibility of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualifications for appointment or examination.

Date: 11/2022

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